



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10032

ISSUANCE DATE: May 19, 2019
CLOSING DATE/TIME: June 02, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Correspondence and Records (C&R) Management Clerk - FSN-06**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblaidfsnjobs@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030619R10032
- 2. ISSUANCE DATE:** May 19, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 02, 2019 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Correspondence and Records (C&R) Management Clerk
- 5. MARKET VALUE:** Equivalent to **FSN-06 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one (1) year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

This position is located in the Executive Office, USAID/Afghanistan. Under the direct supervision of the C&R Management Technician the incumbent performs a variety of C&R related functions with a primarily responsibility of assisting C&R Management Technician in the mission records management program, centralized filing system. The incumbent assists the C&R Management Technician in managing and carrying out the Records and Correspondence management program for the Mission. The incumbent provides a variety of correspondence processing and control, fax, pouch, Electronic Country Clearance (eCC) and cable receipts, dispatching, files management, reproduction and distribution services for the Mission. Assists in managing the records maintenance, storage, retrieval and disposal functions for the Mission. Controls and tracks all action documents. Assists C&R Management Technician in conducting Records and Correspondence Management workshops for the Agency personnel.

2. Statement of Duties to be Performed

- Maintains and ensures the integrity of the central chronological and subject matter files for various offices; maintains mission overseas pouch and courier addresses book.

Make rounds of the offices within USAID/Afghanistan and distributes mail including delivering and picking up mail from the Embassy mail room, contractors, etc. The incumbent locates and provides files requested by Mission staff, while maintaining its whereabouts, and then follows up to ensure return and refiling. Controls, processes, performs data entry, and distributes Mission eCC, correspondence, including cables, letters, and faxes. Assists the C&R Management Technician in keeping a log of incoming and outgoing correspondence through local Communications Tracking System. Searches the C&R chronological files for specific documents or other information requested by Offices.

- Responsible for the proper application of disposal procedures, revises due dates and coordinates proper destruction. Administers the local storage facility to provide a convenient central point to store USAID's inactive records before destruction or shipment to USAID/Washington. Coordinates the adequate organization of the boxes within shelves at the local storage facility.
- Dispatch of official material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other establishments. Also verifies and processes bills for payment through the Procurement Office received from contractors i.e. courier, fax, franking, weighting.
- Provides reproduction services for internal dissemination, workshops, trainings, meetings and Mission hosted required of the office. Receives reports of problems with shared office photocopiers, scanners and fax machines. Checks machines and makes minor repairs if possible or communicates with the appropriate company/vendor to resolve the problem. Assists in compiling correspondence and other documents for scanning into the reading files and Agency Secure Image and Storage Tracking (ASIST) application which is kept electronically. Performs binding, laminating and copy service for the USAID.
- In absence of C&R Clerk establishes messenger services schedules and points of pickup and delivery mail/package from the Director's Office and Embassy Mailroom and ensures prompt and timely service also arranges delivery/pick-up of official mail and packages to various diplomatic missions, host government and commercial institutions. Receives, sorts and distributes incoming mail and internal documents according to subject matter, officer responsible for the function or addressee.
- Assists in managing the records maintenance, storage, retrieval and disposal functions of the documentation for the Mission in accordance with the mandatory regulations. Retrieves records from the off-site storage area upon request for Mission personnel. Assigns categories to official records received in accordance with applied policies. Ensures that all folders contained in each box are of the same year; those folders are properly marked by a folder code; and box numbers assigned to each container going to off-site storage.

- Receives incoming eCC information, cables and other correspondence on a daily basis, maintains database and disseminate information periodically as per the set standard of the office. Sorts and classifies documents and correspondence and files in accordance with pre-established standards. Assists in maintaining the filing system. Responds to requests for information, researches files and provides assistance to staff. The incumbent assists in the conduct of periodic workshops for the Mission's Files Custodians. Provides files maintenance training to new secretaries and participates in the periodic inspection, review of records and files maintained in all Mission offices. Maintains logs and records and drafts other reports as required.
- Serves as the point of contact for Afghan telephone companies and coordinates the activation and deactivation of services, coordinates in resolving phone related service issues, updates, maintains and disseminates phone directory to all personnel. The incumbent coordinates with the Office of Financial Management for the billing process.
- The incumbent coordinates and ensures local file custodians properly classify, maintain and dispose records and files in accordance with operational policy Automated Directives System (ADS 502) procedures, USAID/Washington regulations and procedures, and Mission Files Plan. Assists and conducts in-house training in USAID C&R management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Works with file custodian or designee to properly store, organize, maintain and dispose electronic records. Works closely with the file custodian or designee in maintaining good records management practices when storing electronic documents, and setting-up an electronic filing and retrieval system in the shared drive to organize and preserve electronic files. The electronic filing system should mirror the paper file to some extent using standard naming conventions, but should be less complex and up-to-date.
- The incumbent provides requisitions for supplies and equipment needed for the C&R Branch; serves as a backup for the C&R Management Technician and performs the functions of the C&R Management Technician in his/her absence while ensuring the smooth running of the office.
- Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/W Records Depository for permanent storage. Ensures that correct actions are annotated with disposition actions and files. Maintains updated lists of records kept locally, and retrieves records from local storage, and from AID/W records depository or the Federal Center for USAID offices upon request. Maintains liaison with USAID/W Information and Records Division (M/AS/IRD) to assure the highest quality in files management.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works under the direct supervision and guidance of the Correspondence and Records (C&R) Management Technician. Assignments are primarily in terms of desired objectives and work is evaluated based on accomplishments and compliance with regulations and prescribed Procedures.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: Kblaidfsnjobs@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of two (2) years of college or university education in warehouse management, records management, business administration, public administration, accounting or book keeping is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** At least one (1) year of work experience general and administrative areas that involves: filing, disposition of records, international or local mail services operation, archiving, duplication and dissemination of records and records management services with governmental, non-governmental institutions, public/private companies, donor/non-governmental organizations or diplomatic missions is required. (Work experience requirement must be met at the time of application for the subject position).

- c. **Language:** Level III (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** Must be able to understand and interpret routine straightforward complex organizational regulations. The incumbent must have a good knowledge or the ability to understand unclassified records maintenance, and the regulations and system by which these records are kept. Demonstrated knowledge of the organization, functions, personnel, and practices of the activities to which service is needed.
- e. **Skills and Abilities:** The basic function of the position calls for technical, administrative and procedural abilities in communications and records. Must have the ability to understand and apply somewhat complex systems and procedures and be able to recommend improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to Mission personnel. The incumbent may be requested to lift moderately heavy weights.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- Work Experience 40 points
- Knowledge 35 points
- Skills and Abilities 25 points
- Maximum Points: **100** points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Correspondence and Records Management Clerk FSN-06 (SOL#: 72030619R10032).** Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR and/or WinZip file will not be considered.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**

- d. Premium Pay
- e. Leave Benefits
- f. Medical Benefits
- g. Death and Disability Benefits
- h. Retirement and other end of service benefits
- i. Travel and TDY Benefits

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including contract clause “**General Provisions**,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**.-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.